



RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

ILLEGIB

NOTICE

29 November 1950

25X1A

SUBJECT: CIA Duty Officers.

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1. So much of Administrative Instruction [redacted] dated  
1 July 1949, subject as above, as is in conflict with this Notice  
is rescinded.

2. Duty officers formerly located in the M Building are  
now located in the South Building. The telephone numbers remain  
the same - as follows:

ILLEGIB a. [redacted] for calls not routed through the  
CIA switchboard.

ILLEGIB b. [redacted] for calls routed through the CIA  
switchboard.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]  
Executive

DISTRIBUTION #3.

RESTRICTED

**RESTRICTED**  
**CENTRAL INTELLIGENCE GROUP**  
 Washington, D. C.

MEMORANDUM  
 NUMBER

25X1A

25X1A

SUBJECT: Saturday, Sunday and Holiday Duty

EFFECTIVE UNTIL 30 JUNE 1947 UNL

1. CIG Administrative Order , dated 8 January 1947, Subject: "Saturday, Sunday & Holiday Duty,  is rescinded.

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2. Effective 10 May 1947, Saturday, Sunday and Holiday duty will be performed by a duty officer and assistant who will be detailed by separate memoranda from time to time.

3. Duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays, Sundays and Holidays. The place of duty for the duty officer will be Room 7135  Building; the assistant will be in Room 7135. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG in  Building and will be notified by the Secretary when it is again necessary to take station in Room 7135.

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4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in  Building, accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 7135, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

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5. The Assistant Directors of Offices, Chief of ICAPS, and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, Sundays, or Holidays, one copy of CIG Memorandum No. 29, one copy of CIG Security Regulations, **RESTRICTED** personnel rosters, and necessary telephone directories,

ILLEGIB

6. The duty officer or his assistant will report to the Secretary to the Director, Room 7135, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

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- 2 -

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

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8. The duty officer will make a thorough security check at 1700 hours of all offices in the [redacted] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIC. Any person who enters his office in the [redacted] for purposes of work on Saturdays, Sundays, or holidays will notify the duty officer, who for security purposes will list the arrivals and departures in the duty officer's book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 7135 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Executive Registry for distribution by 0845 the following normal work day.

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10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order No. [redacted] issued 13 November 1946.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]  
Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

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## RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*rescinded*

[Redacted]

ADMINISTRATIVE INSTRUCTION  
NO. [Redacted]

27 April 1948

*7/1/49*

SUBJECT: Staff Duty Officers.

25X1A

25X1A

(This rescinds Administrative Instruction No. [Redacted] dated 26 September 1947.)

1. Staff Duty Officers.

a. The Assistant Director for Reports and Estimates will provide from the personnel of his office a daily CIA Staff Duty Officer on a 24-hour basis to handle all matters arising during off-duty hours requiring CIA action (except matters pertaining to the Office of Special Operations).

b. Initially the Staff Duty Officer will be located in Room 2046 "M" Building, with telephone numbers as indicated below:

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(1)	[Redacted]	- For calls <u>not</u> routed through the CIA
switchboard		
(2)	[Redacted]	- For calls routed through the CIA
switchboard		

c. The Assistant Director for Reports and Estimates will inform the appropriate intelligence officials of the agencies listed below of the above location and phone numbers, any changes occurring therein, and will establish any necessary operating procedures in coordination with those agencies:

Department of State  
Department of the Army  
Department of the Navy  
Department of the Air Forces

2. The Executive for Administration and Management is charged with responsibility for:

a. Providing personnel for off-duty hours duty in the office of the Director.

(1) From 1700-1800 hours on each normal duty day.

(2) From 0830-1700 hours on each non-duty day.

b. Providing any required transportation for use by CIA Staff

## RESTRICTED

-1-

Duty Officer and/or personnel indicated in paragraph 2a above.

c. Appropriate instructions to switchboard operators.

3. a. Duty Officer Books containing specific instructions and required general information will be prepared and kept up to date by:

(1) The Personal Assistant to the Director for those individuals detailed for off-duty hours duty in the Director's office.

(2) The Assistant Director for Reports and Estimates for CIA Staff Duty Officers.

b. Data in these books will include:

(1) Security instructions, including means of identification, prepared by the Executive for Inspection and Security.

(2) Locations and telephone numbers of individuals available for call to handle matters pertaining to their responsibilities, both in CIA and other agencies.

(3) Instructions relative to unavoidable absence from posts of duty (lunch hours, pickup and delivery of important messages).

(4) Operational instructions relative to handling of matters requiring immediate attention.

(5) Availability and location of transportation.

3. Each Assistant Director and Staff Chief will furnish the Assistant Director for Reports and Estimates with a list of at least six (6) senior individuals assigned to his activity who can be contacted during off-duty hours should occasion arise. The Assistant Director or Staff Chief and his deputy should be included in this list, which must be kept current at all times.

4. a. Civilian CIA Staff Duty Officers who perform this duty in addition to normal duty assignments may, in the discretion of the Assistant Director for Reports and Estimates in each case, be paid overtime at authorized rates for such duty or be granted compensatory leave.

b. The Executive for Administration and Management will issue separate instructions covering overtime of individuals detailed for off-duty hours duty in the office of the Director.

5. The Assistant Director for Special Operations will issue separate instructions providing for daily 24-hour duty officers for and

**RESTRICTED**

essential service by the Office of Special Operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Executive for  
Administration and Management

DISTREBUTION: A

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CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Staff Duty Officers.

25X1A

25X1A

RESCISSION: Administrative Instruction No.  dated 27 April 1948.

1. Staff Duty Officers

a. The Assistant Director for Reports and Estimates will provide from the personnel of his office a daily CIA Duty Officer on a 24-hour basis to handle all matters arising during off-duty hours requiring CIA action (except matters pertaining to the Offices of Special Operations and Policy Coordination.)

b. The CIA Duty Officer will be located in Room 2046 "M" Building with telephone numbers as indicated below:

- (1)  for calls not routed through the CIA switchboard.
- (2)  for calls routed through the CIA switchboard.

c. The Assistant Director for Reports and Estimates will inform the appropriate intelligence officials of the agencies listed below of the above location and phone numbers, any changes occurring therein, and will establish any necessary operating procedures in coordination with those agencies:

Department of State  
Joint Chiefs of Staff  
Department of the Army  
Department of the Navy  
Department of the Air Force  
Atomic Energy Commission

d. A primary function of the CIA Duty Officer will be to insure that the Director is personally informed of all matters arising during off-duty hours of sufficient importance to warrant his personal knowledge.

2. The Services Officer will provide:

a. One passenger automobile and chauffeur to be at the call of the CIA Duty Officer during all off-duty hours, including

R-E-S-T-R-I-C-T-E-D

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R-E-S-T-R-I-C-T-E-D

Saturdays, Sundays and holidays.

b. Telephone service on the same basis as above, with all incoming calls being routed to the CIA Duty Officer during off-duty hours.

(1) Calls from the White House will be routed to the CIA switchboard when the Director's office does not answer a direct call. Such calls will be given priority routing to the CIA Duty Officer by the telephone operator on duty at the board.

3. a. Duty Officer Books containing specific instructions and required general information will be prepared and kept up to date by:

(1) The Personal Assistant to the Director.

(2) The Assistant Director for Reports and Estimates for CIA Duty Officers.

b. Data in these books will include:

(1) Security instructions, including means of identification, prepared by the Chief of Inspection and Security.

(2) Locations and telephone numbers of individuals available for call to handle matters pertaining to their responsibilities, both in CIA and other agencies.

(3) Instructions relative to unavoidable absence from posts of duty (lunch hours, pickup and delivery of important messages).

(4) Operational instructions relative to handling of matters requiring immediate attention.

(5) Availability and location of transportation.

4. Civilian employees who perform duty as CIA Duty Officer in addition to normal duty assignments may, in the discretion of the Assistant Director for Reports and Estimates in each case, be paid overtime at authorized rates for such duty or be granted compensatory leave.

5. Each Assistant Director and Staff Chief will furnish the Assistant Director for Reports and Estimates with a list of at least six (6) senior individuals assigned to his activity who can be contacted during off-duty hours should occasion arise. The Assistant Director or Staff Chief and his deputy should be included in this list, which must be kept current at all times.

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R-E-S-T-R-I-C-T-E-D

6. The Assistant Directors for Special Operations and Policy Coordination will issue separate instructions for daily 24-hour duty officers for their offices including essential CIA services provided by the Office of Special Operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Captain, USN  
Executive

25X1A

DISTRIBUTION: A

R-E-S-T-R-I-C-T-E-D

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

5 January 1951

25X1A

SUBJECT: Watch Policy. (Effective 9:00 AM Monday, 8 January 1951)

RESCISSIONS: Administrative Instruction [ ] dated 1 July 1949.  
Notice [ ] dated 29 November 1950.

25X1A

1. a. Deputy Directors, Assistant Directors, and Administrative Office Chiefs will be available for duty on an "on call" basis during all off-duty hours, and are responsible for informing the Watch Officer where they may be reached if at other than their home telephones. A senior representative may be designated, when necessary, in which case the responsible official will notify the Watch Officer. It will then be the responsibility of the designated representative to keep the Watch Officer informed where he may be reached if other than at home.

b. Each official indicated above will furnish the Assistant Director for Special Services his home address and telephone number, and the names, home addresses and telephone numbers of all senior representatives of his office who may be designated under this policy.

2. The Assistant Director for Special Services shall:

a. Maintain a CIA Watch Officer during all except normal working hours in Room 2028 Que Building, with telephone numbers indicated below:

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(1) [ ] for ordinary inside calls.

(2) [ ] as been reserved for calls originating outside the Agency.

b. Inform the Executive Secretary, National Security Council, and the IAC agencies of the above room location and telephone numbers.

c. Establish necessary operating procedures, including:

(1) Essential coordination with the Watch Officers of OPC and OSO.

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(2) Arrangements with the Director's office for officials to be contacted in connection with matters believed to be of sufficient importance to warrant the Director's attention.

3. The Chief, Administrative Services, will provide:

a. Necessary telephone service and routing of calls as requested by the Assistant Director for Special Services.

b. Automobile and chauffeur service on call of the CIA Watch Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

MURRAY McCONNEL  
Deputy Director  
(Administration)

DIST: 2

- 2 -

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**RESTRICTED**CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

## ADMINISTRATIVE INSTRUCTION

25X1A

NUMBER 64 ☐

26 September 1947

SUBJECT: Duty Officers

(This Memorandum rescinds CIG Memorandum No. ☐ dated 19 May 1947,  
and CIG Administrative Order No. ☐ dated 15 November 1946.)

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1. For the purpose of handling urgent matters which may arise during  
off-duty hours, the following assignments and procedures will be followed:

a. Duty Officers.

(1) The Personnel Branch, A&M, will publish monthly duty  
rosters of Executive and CIA duty officers with home addresses  
and telephone numbers. Separate rosters will be maintained for  
Saturday, Sunday and holiday duty.

(2) Executive duty officer roster will be comprised of em-  
ployees of the Executive Offices and ICAPS, in grades P-6, CAF-12  
and higher, located in ☐ Building, and all Assistant  
Directors, Deputy Assistant Directors, the General Counsel and  
Assistant General Counsels.

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(3) CIA duty officer roster will be comprised of all other  
CIA employees in grades of P-5, CAF-12, and above.

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(4) Any exchanges in assigned dates desired for personal  
convenience can be effected by mutual agreement with another duty  
officer and notification to the Personnel Branch (extension ☐  
of the change.

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b. Executive Duty Officers.

The Executive duty officer will remain available for call at  
his residence, notifying the CIA duty officer and CIA telephone  
operator in the event of the necessity to leave his residence for  
an emergency or in conjunction with CIA official business.

c. CIA Duty Officers (Effective 1 November 1947)

(1) CIA duty officers will report Monday through Friday to  
Room 7135 ☐ Building, at 1630 and remain on duty  
until 1800; and Saturdays, Sundays and holidays from 0830 to 1700.

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(2) A clerical assistant, in grade CAF-6 or below, will be  
available from 0830 to 1700 in Room 7135 ☐ on Sat-  
urdays, Sundays and holidays, to provide necessary stenographic  
assistance. The clerical duty roster will be prepared and pub-  
lished by the Personnel Branch, A&M.

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RENUMBERED PER CIA GENERAL  
ORDER NO. ☐**RESTRICTED**

(2858)

**RESTRICTED**

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(3) The CIA duty officer, after leaving the office, will proceed to his residence and remain available until 0800 to take all incoming calls for CIA, taking such action as is required. Where necessary he will contact the Executive duty officer or a representative of the particular office concerned. In the event neither of the above is available, he will contact any person on the list of those authorized to serve as Executive duty officers. In the event of a call requiring delivery of a message or document, he will arrange immediately to pick-up the message or document, examine the contents, and complete any required immediate action. Upon completion of such action the message or document will be filed in a secure location, in accordance with CIA Security Regulations.

(4) The CIA duty officer assigned for Saturday, Sunday, or holiday duty will report to the Personal Assistant to the Director, Room 7135, on Friday preceding duty day, or the day before holiday duty, to receive any special instructions.

(5) A duty officer's log will be prepared and kept in Room 7135 containing further detailed instructions, including a permanent list of persons in individual offices who can be contacted with regard to matters affecting that office. Each Assistant Director and staff chief will submit to the Personal Assistant to the Director immediately a list of not to exceed six individuals assigned to his activity who can be contacted, if necessary, on official matters outside of office hours. Changes will be reported whenever appropriate.

(6) All civilian personnel who are detailed for Saturday, Sunday and holiday duty may be given compensatory time off or paid overtime, in accordance with the provisions of CIG Administrative Order No. [ ] dated 13 November 1946.

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2. Telephone Service. The night telephone operator on duty, upon receipt of a call, will endeavor to reach the person desired. If this is impossible, and the call is official, she will record the name and telephone number of the person calling and inform the CIA duty officer. This record, including the time the call was received, and the duty officer to whom the call was referred, will be reported to the chief operator the following morning. The chief operator will maintain a file of these reports in her office.

3. Transportation. Government transportation will be available to duty officers when necessary in the performance of their duty, and may be obtained by calling [ ]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [ ]

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Executive for  
Administration and Management

ATTACHMENTS: None

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DISTRIBUTION: All CIA Employees

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

*Reinstated - file*  
27 April 1948

25X1A

SUBJECT: Staff Duty Officers.

(This rescinds Administrative Instruction No.  dated 26 September 1947.)

25X1A

1. Staff Duty Officers.

a. The Assistant Director for Reports and Estimates will provide from the personnel of his office a daily CIA Staff Duty Officer on a 24-hour basis to handle all matters arising during off-duty hours requiring CIA action (except matters pertaining to the Office of Special Operations).

b. Initially the Staff Duty Officer will be located in Room 2046 "M" Building, with telephone numbers as indicated below:

(1)  For calls not routed through the CIA switchboard.

(2)  For calls routed through the CIA switchboard.

c. The Assistant Director for Reports and Estimates will inform the appropriate intelligence officials of the agencies listed below of the above location and phone numbers, any changes occurring therein, and will establish any necessary operating procedures in coordination with those agencies:

Department of State  
Department of the Army  
Department of the Navy  
Department of the Air Forces

2. The Executive for Administration and Management is charged with responsibility for:

a. Providing personnel for off-duty hours duty in the office of the Director.

(1) From 1700-1800 hours on each normal duty day.

(2) From 0830-1700 hours on each non-duty day.

b. Providing any required transportation for use by CIA Staff

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Duty Officer and/or personnel indicated in paragraph 2a above.

c. Appropriate instructions to switchboard operators.

3. a. Duty Officer Books containing specific instructions and required general information will be prepared and kept up to date by:

(1) The Personal Assistant to the Director for those individuals detailed for off-duty hours duty in the Director's office.

(2) The Assistant Director for Reports and Estimates for CIA Staff Duty Officers.

b. Data in these books will include:

(1) Security instructions, including means of identification, prepared by the Executive for Inspection and Security.

(2) Locations and telephone numbers of individuals available for call to handle matters pertaining to their responsibilities, both in CIA and other agencies.

(3) Instructions relative to unavoidable absence from posts of duty (lunch hours, pickup and delivery of important messages).

(4) Operational instructions relative to handling of matters requiring immediate attention.

(5) Availability and location of transportation.

3. Each Assistant Director and Staff Chief will furnish the Assistant Director for Reports and Estimates with a list of at least six (6) senior individuals assigned to his activity who can be contacted during off-duty hours should occasion arise. The Assistant Director or Staff Chief and his deputy should be included in this list, which must be kept current at all times.

4. a. Civilian CIA Staff Duty Officers who perform this duty in addition to normal duty assignments may, in the discretion of the Assistant Director for Reports and Estimates in each case, be paid overtime at authorized rates for such duty or be granted compensatory leave.

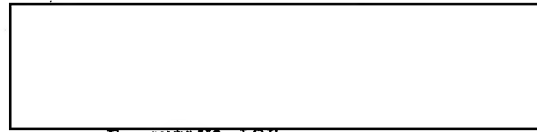
b. The Executive for Administration and Management will issue separate instructions covering overtime of individuals detailed for off-duty hours duty in the office of the Director.

5. The Assistant Director for Special Operations will issue separate instructions providing for daily 24-hour duty officers for and



essential service by the Office of Special Operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for  
Administration and Management

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CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

1 July 1949

25X1A

SUBJECT: Staff Duty Officers.

RESCISSION: Administrative Instruction [ ] dated 27 April 1948.

1. Staff Duty Officers

a. The Assistant Director for Reports and Estimates will provide from the personnel of his office a daily CIA Duty Officer on a 24-hour basis to handle all matters arising during off-duty hours requiring CIA action (except matters pertaining to the Offices of Special Operations and Policy Coordination.)

b. The CIA Duty Officer will be located in Room 2046 "M" Building with telephone numbers as indicated below:

(1) [ ] - for calls not routed through the CIA switchboard.

(2) [ ] - for calls routed through the CIA switchboard.

c. The Assistant Director for Reports and Estimates will inform the appropriate intelligence officials of the agencies listed below of the above location and phone numbers, any changes occurring therein, and will establish any necessary operating procedures in coordination with those agencies:

Department of State  
Joint Chiefs of Staff  
Department of the Army  
Department of the Navy  
Department of the Air Force  
Atomic Energy Commission

d. A primary function of the CIA Duty Officer will be to insure that the Director is personally informed of all matters arising during off-duty hours of sufficient importance to warrant his personal knowledge.

2. The Services Officer will provide:

a. One passenger automobile and chauffeur to be at the call of the CIA Duty Officer during all off-duty hours, including

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R-E-S-T-R-I-C-T-E-D

Saturdays, Sundays and holidays.

b. Telephone service on the same basis as above, with all incoming calls being routed to the CIA Duty Officer during off-duty hours.

(1) Calls from the White House will be routed to the CIA switchboard when the Director's office does not answer a direct call. Such calls will be given priority routing to the CIA Duty Officer by the telephone operator on duty at the board.

3. a. Duty Officer Books containing specific instructions and required general information will be prepared and kept up to date by:

(1) The Personal Assistant to the Director.

(2) The Assistant Director for Reports and Estimates for CIA Duty Officers.

b. Data in these books will include:

(1) Security instructions, including means of identification, prepared by the Chief of Inspection and Security.

(2) Locations and telephone numbers of individuals available for call to handle matters pertaining to their responsibilities, both in CIA and other agencies.

(3) Instructions relative to unavoidable absence from posts of duty (lunch hours, pickup and delivery of important messages).

(4) Operational instructions relative to handling of matters requiring immediate attention.

(5) Availability and location of transportation.

4. Civilian employees who perform duty as CIA Duty Officer in addition to normal duty assignments may, in the discretion of the Assistant Director for Reports and Estimates in each case, be paid overtime at authorized rates for such duty or be granted compensatory leave.

5. Each Assistant Director and Staff Chief will furnish the Assistant Director for Reports and Estimates with a list of at least six (6) senior individuals assigned to his activity who can be contacted during off-duty hours should occasion arise. The Assistant Director or Staff Chief and his deputy should be included in this list, which must be kept current at all times.

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BUDGET OFFICE

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6. The Assistant Directors for Special Operations and Policy Coordination will issue separate instructions for daily 24-hour duty officers for their offices including essential CIA services provided by the Office of Special Operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Captain, USN  
Executive

25X1A

DISTRIBUTION: A

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CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Registry*  
*ru file*

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

5 January 1951

25X1A

SUBJECT: Watch Policy. (Effective 9:00 AM Monday, 8 January 1951)

25X1A

RESCISSIONS: Administrative Instruction [ ] dated 1 July 1949.  
Notice [ ] dated 29 November 1950.

25X1A

1. a. Deputy Directors, Assistant Directors, and Administrative Office Chiefs will be available for duty on an "on call" basis during all off-duty hours, and are responsible for informing the Watch Officer where they may be reached if at other than their home telephones. A senior representative may be designated, when necessary, in which case the responsible official will notify the Watch Officer. It will then be the responsibility of the designated representative to keep the Watch Officer informed where he may be reached if other than at home.

b. Each official indicated above will furnish the Assistant Director for Special Services his home address and telephone number, and the names, home addresses and telephone numbers of all senior representatives of his office who may be designated under this policy.

2. The Assistant Director for Special Services shall:

a. Maintain a CIA Watch Officer during all except normal working hours in Room 2028 Que Building, with telephone numbers indicated below:

25X1

(1) [ ] for ordinary inside calls.

25X1

(2) [ ] has been reserved for calls originating outside the Agency.

b. Inform the Executive Secretary, National Security Council, and the IAC agencies of the above room location and telephone numbers.

c. Establish necessary operating procedures, including:

(1) Essential coordination with the Watch Officers of OPC and OSO.

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CONFIDENTIAL

(2) Arrangements with the Director's office for officials to be contacted in connection with matters believed to be of sufficient importance to warrant the Director's attention.

3. The Chief, Administrative Services, will provide:

a. Necessary telephone service and routing of calls as requested by the Assistant Director for Special Services.

b. Automobile and chauffeur service on call of the CIA Watch Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

MURRAY McCONNEL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

*File  
after*

ADMINISTRATIVE INSTRUCTION  
NO.

1 July 1949

25X1A

SUBJECT: Staff Duty Officers.

25X1A

RESCISSION: Administrative Instruction  dated 27 April 1948.

1. Staff Duty Officers

a. The Assistant Director for Reports and Estimates will provide from the personnel of his office a daily CIA Duty Officer on a 24-hour basis to handle all matters arising during off-duty hours requiring CIA action (except matters pertaining to the Office of Special Operations).

b. The CIA Duty Officer will be located in Room 2046 "M" Building with telephone numbers as indicated below:

(1)  for calls not routed through the  
CIA switchboard

(2)  for calls routed through the CIA  
switchboard.

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Joint Chiefs of Staff  
Department of the Army  
Department of the Navy  
Department of the Air Force  
Atomic Energy Commission

d. A primary function of the CIA Duty Officer will be to insure that the Director is personally informed of all matters arising during off-duty hours of sufficient importance to warrant his personal knowledge.

2. The Services Officer will provide:

a. One passenger automobile and chauffeur to be at the call of the CIA Duty Officer during all off-duty hours, including

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R-E-S-T-R-I-C-T-E-D

Saturdays, Sundays and holidays.

b. Telephone service on the same basis as above, with all incoming calls being routed to the CIA Duty Officer during off-duty hours.

(1) Calls from the White House will be routed to the CIA switchboard when the Director's office does not answer a direct call. Such calls will be given priority routing to the CIA Duty Officer by the telephone operator on duty at the board.

3. a. Duty Officer Books containing specific instructions and required general information will be prepared and kept up to date by:

(1) The Personal Assistant to the Director.

(2) The Assistant Director for Reports and Estimates for CIA Duty Officers.

b. Data in these books will include:

(1) Security instructions, including means of identification, prepared by the Chief of Inspection and Security.

(2) Locations and telephone numbers of individuals available for call to handle matters pertaining to their responsibilities, both in CIA and other agencies.

(3) Instructions relative to unavoidable absence from posts of duty (lunch hours, pickup and delivery of important messages).

(4) Operational instructions relative to handling of matters requiring immediate attention.

(5) Availability and location of transportation.

4. Civilian employees who perform duty as CIA Duty Officer in addition to normal duty assignments may, in the discretion of the Assistant Director for Reports and Estimates in each case, be paid overtime at authorized rates for such duty or be granted compensatory leave.

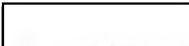
5. Each Assistant Director and Staff Chief will furnish the Assistant Director for Reports and Estimates with a list of at least six (6) senior individuals assigned to his activity who can be contacted during off-duty hours should occasion arise. The Assistant Director or Staff Chief and his deputy should be included in this list, which must be kept current at all times.

R-E-S-T-R-I-C-T-E-D

R-E-S-T-R-I-C-T-E-D

6. The Assistant Director for Special Operations will issue separate instructions providing for daily 24-hour duty officers for and essential service by the Office of Special Operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Deputy Executive

25X1A

DISTRIBUTION: A

R-E-S-T-R-I-C-T-E-D

-3-

UNCLASSIFIED <del>RESTRICTED</del> CONFIDENTIAL    SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>	
<b>TO</b>	
1	<i>Management Office</i>
2	
3	
4	
5	
<b>FROM</b>	<b>INITIALS    DATE</b>
1	<i>Deputy Exec    103    29 June</i>
2	
3	

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

**REMARKS:** *I leave prepared for publication.  
Details of senior clerks to  
holiday duty in the Directors  
Office have been discontinued.*

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
		<i>Wright</i>		
TO		INITIALS	DATE	
1	<i>Exec Director</i>	<i>7</i>	<i>27 Apr</i>	
2	<i>Exec for A &amp; M</i>			
3				
4				
5				
FROM		INITIALS	DATE	
1	<i>Exec for A &amp; M</i>	<i>WOS</i>	<i>27 Apr</i>	
2				
3				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input checked="" type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS: <i>attached are drafts of proposed instructions to implement new plan for covering off-duty hours.</i>  <i>List of secretaries to be used for holiday duty in Director's office is attached.</i>  <i>Ken Wright has been personally interested. you may want to show this to him.</i></p>				
<div style="display: flex; justify-content: space-between;"> <span>SECRET</span> <span>CONFIDENTIAL</span> <span>RESTRICTED</span> <span>UNCLASSIFIED</span> </div>				

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